

Subject: Salary Adjustment Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current salary compensation in light of my contributions to [Company Name] and the added responsibilities I have taken on in my role as [Your Job Title].

Over the past [duration], I have successfully [mention any significant achievements, projects, or responsibilities that justify the salary adjustment]. Given the market trends and the value I bring to our team, I believe an adjustment in my salary is warranted.

According to my research, the average salary for similar positions in our industry is [provide data or sources]. Considering my experience and contributions, I would like to propose an adjustment to [proposed salary or percentage increase].

I am committed to continuing my efforts and contributing to the success of our team. I would appreciate the opportunity to discuss this matter further and look forward to your feedback.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]